



**SUBORDINATE FINANCING  
MORTGAGE SUBMISSION VOUCHER  
PURCHASE SUBMITTAL AND LENDER CERTIFICATION**

LENDER NAME: \_\_\_\_\_ LENDER LOAN NO. \_\_\_\_\_

MERS "MIN" #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(7 digit) (10 Digit) (Check Digit)

SHIPPING OFFICE ADDRESS: \_\_\_\_\_

SHIPPER CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CHFA MANIFEST NUMBER: \_\_\_\_\_ FHA/VA CASE NUMBER: \_\_\_\_\_

BORROWER: \_\_\_\_\_ CO-BORROWER: \_\_\_\_\_  
(Last) (First) (Initial) (Last) (First) (Initial)

NEW PROPERTY ADDRESS: \_\_\_\_\_  
(if different from property address, i.e. P.O. Box, route, etc.)

BORROWER'S MAILING ADDRESS: \_\_\_\_\_

PRINCIPAL LOAN AMOUNT: \$ \_\_\_\_\_ CURRENT UNPAID BALANCE: \$ \_\_\_\_\_

**REQUIRED DOCUMENTS FOR PURCHASE**

1. SUBORDINATE FINANCING MSV: PURCHASE SUBMITTAL AND LENDER CERTIFICATION (THIS FORM)
2. ORIGINAL PROMISSORY NOTE WITH ALL APPLICABLE ADDENDA/RIDERS ENDORSED OVER TO THE CALIFORNIA HOUSING FINANCE AGENCY
3. HUD 1 SETTLEMENT STATEMENT
4. TITLE COMPANY CERTIFIED COPY OF THE FULLY EXECUTED SUBORDINATE FINANCING DEED OF TRUST
5. TITLE COMPANY OR LENDER CERTIFIED COPY OF THE FULLY EXECUTED SUBORDINATE FINANCING ASSIGNMENT(S) OF THE DEED OF TRUST TO THE AGENCY
6. TITLE COMPANY OR LENDER CERTIFIED COPY OF REQUEST FOR NOTICE OF DEFAULT (on first mortgage)
7. TITLE POLICY

**FOR SERVICED-RELEASED LOANS TO CHFA ONLY**

If the loan is to be serviced-released to CHFA upon purchase, please refer to the following Service-Release Procedures:

- A. Even though CHFA will purchase a loan based only on the receipt of an executed Note, the loan file must contain the following items, in addition to the Note:
  1. HUD 1, Settlement Statement; the recorded Deed of Trust and Corporation Assignment; and the Title Insurance Policy reflecting the California Housing Finance Agency as the insured.
- B. Do not set the loan up on a tax service contract. CHFA will set up the tax service contract after the loan is purchased.
- C. Payments received by the originating lender should be forwarded to CHFA immediately. Lender should bill CHFA for any disbursements made after the loan has been purchased. Billing should include a history of the account showing the transaction.
- D. The "Goodbye Letter" should be mailed to the borrower upon lender receiving funds from CHFA. The letter should include CHFA's payment processing address of P.O. Box 13819, Sacramento, CA 95853-3819. The Loan Servicing Customer Service number is (800) 669-1079.
- E. CHFA should be named as the loss payee and the notification to the insurance company should include a statement that future premium notices should be sent to CHFA, 1121 L Street, Suite 103, Sacramento, CA 95814.

\_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Type Name and Title of Authorized Representative)

\_\_\_\_\_  
(Phone)

\*Note: All blanks must be completed in order for the form to be valid